

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Environmental Technician

Department: Natural Resources Department

Reports to: Environmental Services Manager

Salary Range: \$15.98 - \$22.37 per hour / (\$33,238 to \$46,530) Annually

Terms: Grant Funded Position: Renewable Bi-Annually

Status: Non-Exempt

Level: B21

Opens: February 15, 2022

Closes: March 01, 2022

SUMMARY:

The Environmental Technician will be responsible for ensuring the protection and wise use of the LTBB's resources through the monitoring and assessment of water, for energy sustainability and pollution prevention through recycling and solid waste management assistance, and for providing administrative support to the Environmental Services Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect physical, biological, and chemical data in the field on LTBB water systems
- Assist with managing water quality data
- Assist with maintaining databases to organize, conduct analyses of, and report on all surface water data collected
- Responsible for the routine maintenance of field and/or lab equipment used to implement the water quality monitoring plan
- Provide technical support to other programs engaged in water related activities and assessments such as plant, wildlife or educational activities.
- Facilitate and track recycling and composting activities with LTBB Departments and staff; including compost collection
- Coordinate with Emmet County Department of Public Works regarding recycling issues
- Participate in and coordinate pharmaceutical collection workgroup and collection events (may include Saturdays).
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to all environmental program staff
- Prepare purchase requisitions, contract requisitions, travel requests/closeouts and other purchasing requests as needed
- Compose and review documents including correspondence, reports, drafts, memos, and emails
- Issue fishing and hunting licenses and maintain logs
- Route incoming/outgoing mail and packages

- Schedule, track, and arrange for vehicle maintenance
- Order and maintain office supplies
- Assist with maintenance of documentation for grant projects and committee/workgroups.
- Attend meetings and trainings to update or acquire new skills on any of the above
- Contribute to, and assist with quarterly, semi-annual and yearly reporting as needed
- Assist in education and outreach activities (included self-guided media) on any of the above
- Other duties as assigned

EDUCATION AND EXPERIENCE:

Must have two years of work or educational experience related to limnology, environmental science, or other field related to water quality.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have knowledge of Microsoft Office Suite, internet browsers, and Adobe Acrobat, and be detailed oriented. Experience in an outdoor setting with boat and snowmobile operation required. Willingness to hike and carry heavy equipment for moderate distances. Knowledge of basic water quality concepts and G.I.S. and G.P.S. required. Macroinvertebrate and wetland plant identification skills preferred. Experience using SigmaStat and SigmaPlot preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license with a good driving record, reliable transportation, and be insurable for the duration of employment. Will need a LTBB scientific collector's permit, which will be provided upon hire.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is required to sit and talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds (data collection equipment on land and off a boat or canoe). Specific vision abilities required by this job included close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will spend time working in an office, and outdoors, frequently exposed to outside weather conditions for long periods of time during all four seasons. Will work frequently on a boat, canoe, or kayak. The noise level in the work environment is usually moderate.

COMMENTS: Indian preference will apply. Individuals must pass a thorough background investigation